

RDA DEVELOPMENT WORKSHOP

Records Management Training Opportunity offered by the Department of General Services STREAM Division - Records Management.

RDA Development Workshop

June 7th, 2012 (9:00 a.m. – 12:00 p.m.)

Location: William Snodgrass Building – TN Tower, Nashville Room, 3rd Floor

This workshop is designed to assist Records Officers and Coordinators on how to develop and complete a Records Inventory Worksheet (or Electronic Records Inventory Worksheet) for creating or revising Records Disposition Authorizations (RDAs).

We can assist you with utilizing the necessary tools of records management to get a better handle on your agency's RDAs and Retention Schedules.

We can provide guidance on the following:

- Ensuring that records are kept as long as they are required
- Retrieving all essential information for the RDA process
- Understanding what T.C.As & C.F.Rs are required or necessary
- Identifying Policies and Rules that share information on records retention
- Deleting obsolete RDAs that are no longer needed for your agency
- Acknowledging cost effective ways for freeing space, reducing staff time to retrieve records and eliminating the need to purchase additional filing equipment for housing inactive records.

Ms. Alice Drummond will be there to offer assistance with RRWeb database system, disposal reports and forwarding records to the State Records Center.

Bring your all your RDA questions and concerns. This workshop is FREE and DOOR PRIZES will be available to win.

Registration is required.

To **register** for this class, please contact Pennye Neal via e-mail at

pennye.neal@tn.gov no later than Tuesday, June 5th with the following information:

Name:

Agency:

Division:

Mailing Address:

Phone #:

Title:

